

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

REQUEST FOR PROPOSALS

GROUND LEASE and REDEVELOPMENT

**60 SOUTHERN AVENUE, DORCHESTER, MASSACHUSETTS
339 TREMONT STREET, BOSTON, MASSACHUSETTS**

Date Issued: August 11, 2010

Due Date for Responses: September 27, 2010

Applications will be accepted no later than noon.

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DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

REQUEST FOR PROPOSALS GROUND LEASE OF PROPERTY AND REDEVELOPMENT 60 SOUTHERN AVENUE, DORCHESTER, MASSACHUSETTS 339 TREMONT STREET, BOSTON, MASSACHUSETTS

I. INTRODUCTION

Pursuant to the provisions of Massachusetts General Laws, Chapter 30B, and under its power to act as a housing authority pursuant to Massachusetts General Laws, Chapter 121B, Section 26A, the Department of Housing and Community Development ("DHCD") declares that the real properties located at 60 Southern Avenue, Dorchester, Massachusetts and 339 Tremont Street, Boston, Massachusetts (hereinafter referred to as "the Properties"), as described in the deeds attached hereto as Attachments 1 and 3 are available for disposition, pursuant to a long-term ground lease, the terms of which are described below in Section IV. B. The Properties were developed under the Ch 705 program under DHCD's ownership with no Local Housing Authority participation and are currently operated under contract with local non-profit organizations. DHCD's ownership of these units under 121B Section 26A is unique and outside of DHCD's typical role in State -aided public housing.

This Request for Proposals (RFP) invites qualified developers to submit proposals to acquire an interest in the either, or both, properties by such ground lease in order to develop affordable rental housing for low-income households paying no more than 32% of income and with incomes at or below 80% of the Area Median Income as defined by the U.S Department of Housing and Urban Development (HUD). The overriding goal of this Project is to provide quality affordable rental housing for families by selecting a developer team(s) that has the experience and capacity necessary to develop the properties and to provide for professional property management and appropriate resident services in conformance with DHCD's goals and guidelines as articulated below in Section IV, and who can meet the terms of the ground lease as described further below in Section IV B. DHCD anticipates that applicants and members of their respective development teams will have experience with affordable rental development and property management, as well as the programs providing subsidy and services for such development.

DHCD further desires to minimize the impact of redevelopment upon existing residents and will consider any displacement or disruption of existing residents in its consideration of proposals.

II. RFP SCHEDULE AND INSTRUCTIONS FOR SUBMISSION OF RESPONSES

Additional copies of this Request for Proposals are available upon request (a) at the offices of DHCD, 100 Cambridge Street, 4th Floor, Boston, MA 02114; (b) by phone 617 573-1160, or (c) by email at leslie.bos@state.ma.us.

Copies of the available building and site plans are be available at www.biddocsonline.com (may be viewed electronically and hard copy requested). When on the web site, click on the "Solicitation Tab" at the top of the page and then click on "Services Solicitation" and then click on the solicitation project name "Tremont/Whittier". Once you are on the project page, scroll down and click on the icons.

Written questions must be received not later than 4:00 PM on Friday, September 2, 2010 and may be submitted until that time to Leslie Bos, Mixed Finance Program Developer, 100 Cambridge Street, 4th Floor, Boston, MA 02114 or leslie.bos@state.ma.us. All answers will be in writing and the questions and answers will be shared with all those who have requested a copy of the RFP.

A site visit and tour of the properties will be held as follows:

Whittier School - Wednesday, August 25, 2010 at 10 am
60 Southern Avenue, Dorchester, MA 02124

Tremont Village - Wednesday, August 25, 2010 at 2 pm
339 Tremont Street, Boston, MA 02116

Each interested proposer shall submit one (1) original and three (3) copies of its proposal in a sealed envelope clearly marked "**Redevelopment Proposal – 60 Southern Avenue and/or 339 Tremont Street**". The proposals should be submitted to the Director, Department of Housing and Community Development, 100 Cambridge Street, 4th Floor, Boston, Massachusetts 02114 no later than **noon on Monday, September 27, 2010**. Prior to this date, proposers may correct, modify, or withdraw any proposal previously submitted by a sealed written instrument. **After this date, late proposals (including any corrections or modifications) will not be accepted.**

Each of the proposals submitted by the deadline will be opened and reviewed forthwith by DHCD's staff to determine whether they are responsive and responsible. Those proposals that fail to meet the minimum threshold criteria will be rejected. Upon review, if any items are missing and/or incomplete, DHCD, at its discretion, may reject the application. Additionally, submission of proposals shall be deemed to incorporate the permission of the applicant to make any inquiries concerning the applicant as considered necessary to fully review qualifications. Those proposals which meet the minimum threshold criteria shall be evaluated by Department staff, and DHCD staff will prepare appropriate recommendations for DHCD's Director, based upon their evaluation.

The preparation of the RFP response shall be at the expense of the respondent. It is the sole responsibility of the respondent to fully examine this RFP's attachments and referenced documents

DHCD makes no representations or warranties, expressed or implied, as to the accuracy and/or completeness of the information provided in this RFP. For more details on the Request for Proposals' Submission Requirements and Selection Process, see Section V and VI of this RFP.

III. PROPERTY DESCRIPTIONS

John Greenleaf Whittier School is located at 60 Southern Avenue, Dorchester, Massachusetts. The 2 story brick building is a former school and contains 1 one-bedroom, 6 two-bedroom accessible and 7 three-bedroom units in a building of approximately 21,110 GSF. The building is located on a site of approximately 34,374 SF with 20 parking spaces. Whittier School was conveyed to the Commonwealth of Massachusetts Executive Office of Communities and Development (DHCD's predecessor), on May 27, 1987, pursuant to the deed attached as Attachment 1. DHCD is not aware of any current liens on the property. The property is currently operated as public housing pursuant to Massachusetts General Laws Chapter 121B under a contract between DHCD and a third party.

In 2008, DHCD contracted with Massachusetts Housing Partnership Fund (MHP) to prepare a report on the Properties. A Preliminary Cost Review and Site Inspection notes for the Whittier School Property from that report are attached as Attachment 2. DHCD also conducted its own Property Conditions Assessment in January of 2007, which is also included as part of Attachment 2. DHCD is providing these documents as background information and makes no representations about the accuracy of the information contained therein.

Tremont Village is located at 339 Tremont Street, Boston, Massachusetts. The 4 story brick building contains 3 two-bedroom, 1 two-bedroom accessible and 16 three-bedroom units in a building of approximately 25,408 GSF. The building is located on a site of approximately 13,480 SF with 14 parking spaces.

Tremont Village was conveyed to the Commonwealth of Massachusetts Executive Office of Communities and Development (DHCD's predecessor) by the Chinese Consolidated Benevolent Association of New England (CCBA) in 1988, pursuant to the deed attached as Attachment 3. CCBA had acquired the Property from the BRA in 1986 and obtained financing from the Massachusetts Housing Finance Agency (MHFA). The property is subject to the covenants and restrictions contained in the following documents, included in Attachment 4: 1) the deed from the BRA to CCBA, 2) a Land Disposition Agreement between the BRA and CCBA, and 3) a Land Use Restriction between the BRA and CCBA.

Multiple documents related to the MHFA financing, including a Mortgage and Security Agreement and Assignment of Leases and Rents; a Construction Loan Agreement; a Regulatory Agreement; and a UCC Financing Statement are on record at the Registry of Deeds. While documents relating to the MHFA records show loan repayment in 1988, there are no discharges recorded and the designated developer will be responsible for pursuing discharge of any related documents.

In 2008, DHCD contracted with Massachusetts Housing Partnership Fund (MHP) to prepare a report on the Properties. A Preliminary Cost Review and Site Inspection notes for the Tremont Property from that report are attached as Attachment 6. DHCD also conducted its own Property Conditions Assessment in January of 2007, which is also included as part of Attachment 5. DHCD is providing these documents as background information and makes no representations about the accuracy of the information contained therein.

IV. PROGRAM GOALS AND GUIDELINES

DHCD is making the Properties available to continue the use as affordable rental housing for low-income families and individuals. DHCD plans to enter into a ground lease for the Properties with the selected developer(s) for a nominal payment upon the execution of an agreement that will include specific development requirements which are outlined in this RFP.

It is DHCD's expectation that both properties will be subject to applicable use and affordability restrictions as required by M.G.L. Chapter 121B Section 34.

A. Goals and Objectives

This Project is being developed to promote the following objectives:

- Preservation of the use of the Property as affordable rental housing serving low-income families for the longest term possible and minimizing any negative impacts on current residents. Many of the current households earn below 30% of the Area Median Income.

Although the Property shall be used primarily as affordable housing, non-residential uses of the Property, which support or are ancillary to affordable housing use, such as office space used to manage the Properties or provide services to the residents, may be permitted.

- Securing DHCD's long term interests by ensuring that the Property is developed by a team that has a demonstrable and successful track record in development and management of affordable rental housing as well as the provision of appropriate resident services in order that the Properties serve and protect, over the long term, the low-income households served by the housing.

B. Ground Lease

DHCD will not consider conveying a fee simple interest in the Properties and requires that the Properties be subject to a long-term ground lease. The terms of the ground lease will include, but not be limited to the following:

Term: The term of the ground lease will be for 65 years, or the minimum term allowed by any applicable statute and project financing.

Option for Renewal: Lessee will have the option to renew the leases at the end of the term for a period to be determined.

Payment: A one time, nominal payment of \$1.00 will be made to DHCD upon execution of the lease.

Development: The housing to be developed shall continue to serve a minimum of 14 and 20 low-income households respectively.

Long-term Affordability: The ground lease will include, at a minimum, a requirement that all the units are limited for at least the term of the lease to affordable housing use by low income households earning no more than 80% of the Area Median Income .

C. Obligations of the Developer

Once selected, the developer will execute a Land Disposition Agreement (LDA) with DHCD that will establish the total project cost, the income guidelines for residents of the housing, the amount of subsidy available, the design and construction guidelines, as well as any additional project terms and conditions. Failure to comply with all the terms of this Agreement could result in its termination and the replacement of the developer by DHCD.

Design and Construction. The developers shall be responsible for the design and construction of the project, including but not limited to plans and specifications, construction administration, timely commencement and completion of the project.

Project Permitting. The successful proposers will be responsible for obtaining all required permits, regulatory and legal approvals.

Construction and Permanent Financing. The developers will be responsible for securing construction and permanent financing for the properties, as well as any rental assistance to ensure that the units remain affordable to low-income households. DHCD anticipates that proposers and members of their development team will have experience with affordable rental housing development, management and programs providing capital funding, financing and operating or rental subsidy for such developments.

Equal Opportunity. The developers, as well as all its contractors and subcontractors, will be subject to all State and Federal Equal Opportunity laws and regulations.

D. Design and Construction Guidelines

Each applicant shall provide the following in its proposal:

Construction Scope – A description of the scope of rehabilitation proposed for the Properties. The description should address, at a minimum, any proposed site work, site utilities, access and egress, building systems, building envelope, kitchens and bathrooms, unit finishes and sustainability and energy efficiency measures.

Preliminary Construction Estimate - An estimate of the construction costs, including any applicable wage rates.

Conceptual Plans (if applicable) – Plans reflecting any significant redesign of the site or buildings.

Design Standards - Applicants should identify any design guidelines or requirements associated with the proposed financing and operating plan.

Green/Sustainability – All applicants should incorporate cost-effective approaches to improving the energy efficiency and/or sustainability of the Properties into their proposed construction scope and preliminary cost estimate.

V. SUBMISSION REQUIREMENTS

BE CONCISE; MATERIAL NOT RELEVANT WILL NOT BE CONSIDERED

The items included below are required components of the proposal to be submitted by all applicants to this RFP. See Attachment 9 for the Submission Checklist to help ensure that all components of the response to this RFP are included in the submission. All responses to this Request for Proposals must include the following components:

- 1. Letter of Interest signed by a principal of the proposer**
- 2. Description of the Team** including developer, architect, property management firm, attorney, development consultant, service provider with the following information for each entity:
 - a. Contact information
 - b. Person with overall responsibility for managing the work of the firm and, if different, person responsible for day to day implementation of the work

- c. Resumes

3. Residential Development Experience

Applicants must submit information detailing the collective experience, credentials and track record of all of the members of the development team involved in designing, developing, managing and/or operating affordable housing, with particular reference to affordable rental housing, residential projects of similar size to the Properties, and in obtaining the requisite permits, approvals and financing (include a description of relevant information for each of the anticipated members of the development team and for the ownership entity).

- a. List all such projects that are completed, in construction, in predevelopment or otherwise committed for each of the development team members.
- b. List references from at least three projects of similar size and scope.

4. Narrative description of the proposed use of the Property, as follows:

- a. summary of the proposed capital and/or site improvements, including outline specifications,
- b. proposed rent structure for the units and an analysis of their affordability;
- c. detailed analysis of the ways in which the proposal satisfies the evaluation criteria listed below at Section VI C
- d. description of any anticipated disruption or displacement to the current households
- e. description and rationale for any public housing resources included in the proposal
- f. description of how the current residents of the developments may benefit from the development of the Property, such as resident services or improved public or private open spaces. The description should include a plan for funding of any proposed resident services

5. Preliminary Rehabilitation Scope

- a. detailed description of proposed building improvements
- b. outline specification
- c. preliminary cost estimate for rehabilitation scope, including any applicable wage rates

6. Preliminary Design and Construction Plans (if applicable)

Applicants that propose significant design elements or modifications to the Properties, must provide the following, as applicable:

- a. conceptual site plan

- b. building elevation and/or rendering and
- c. proposed floor plans

7. Development Budget and Cash Flow

- a. a projected development budget with itemized construction costs, soft costs, financing costs, capitalized reserves, developer overhead and fees
- b. sources budget that reflects subsidies and other financing described under the project guidelines
- c. a 20 year cash flow, showing projected rents and expenses and trending assumptions, should also be provided.

8. Project Development and Construction Schedule

Applicants are required to project a realistic development and construction schedule in their submission, including dates for key zoning, funding applications, financing, construction and occupancy milestones.

9. Relocation Plan

Applicants are required to submit a preliminary analysis of any disruption, temporary relocation or permanent displacement of existing residents that might result from their proposal. If applicable, applicants are required to submit a preliminary relocation plan identifying applicable federal, state and local relocation requirements, a schedule of critical benchmarks and a preliminary budget.

10. Financial Statements

All applicants must submit the applicant entity's audited or personal financial statements for the three most recent years.

11. Disclosure of Beneficial Interests – M.G.L. c.7, 40J (Form Provided in Attachment 6)

12. Certification of Tax Compliance – M.G.L. c. 62C, 49A (Form Provided in Attachment 7)

13. Certificate of Non-Collusion (Form Provided in Attachment 8)

VI. SELECTION PROCESS

A. Review of Applications

The overriding goal of this RFP is to continue to provide quality affordable housing low-income residents, where current housing market values make it difficult to obtain housing that is affordable to low income households.

Applicants may be interviewed to solicit additional information on their respective proposals and their ability to finance and complete the projects.

All applicants will be notified of the results of the selection process in writing within 30 days of the submission deadline, to the greatest extent possible.

B. Minimum Threshold Requirements.

The review process will consist of two phases. First, all applications must meet the minimum threshold requirements specified below to be eligible for selection by DHCD:

- The Response must conform to all submission requirements.
- The Response must assume a ground lease transaction and that the Property will be limited to affordable rental housing for low-income households for at least the term of the lease.
- The applicant must be up-to-date on all state and local taxes.
- The applicant must provide satisfactory submission of all required certifications.
- No fair housing violations

FAILURE TO MEET THESE THRESHOLD REQUIREMENTS WILL RESULT IN THE REJECTION OF THE APPLICATION.

C. Competitive Selection Criteria.

All applicants who pass the minimum threshold requirements will be evaluated and ranked based on **competitive selection criteria** as follows:

1. Development Experience and Capacity

Applicants will be evaluated as to the extent and type of their development and management experience, including the number, size, and scale of projects, similarity to the type of scale of the proposed development, the complexity of the financing, and the timeliness of completion. Proposals will also be assessed according to the strength of the development team and the experience and quality of relationships with subcontractors (e.g., architect, management company and attorney). The development team should include an architect (or registered design professional), a professional management company, an attorney and if applicable, a development consultant.

Highly Advantageous. Development team members each have had significant and substantial involvement in the development of more than five affordable housing projects of similar scope, including substantial legal, design, development, and financing experience with affordable rental housing. .

Advantageous. Development team members each have had some significant and substantial involvement in the development of at least five affordable housing projects of similar scope, including some modest legal, design, development and financing experience with affordable rental housing.

Unacceptable. Development team member each have had only a minimal role in the development of fewer than five affordable housing projects of similar scope, including minimal legal, design, development and financing experience with affordable rental housing.

2. Management and Resident Services

DHCD will evaluate the experience of the developer and members of its' development team with the delivery of resident services to affordable rental housing for low-income families, including units meeting the requirements of applicable funding sources, including LIHTC and other local, state and federal affordable resources.

Highly Advantageous. Development team members collectively have had significant and substantial experience over a period of time in (i) managing affordable rental housing, including units subject to LIHTC requirements, if applicable, and the requirements of any other requirements of funding included in the proposal, and (ii) providing resident service programs primarily serving the needs of low-income households.

Advantageous. Development team members collectively have had some modest experience in (i) managing affordable rental housing, and (ii) providing resident service programs primarily serving the needs of low-income households.

Unacceptable. Development team members collectively have had no experience in (i) managing affordable rental housing, and /or (ii) providing and managing a resident services primarily serving the needs of low-income households.

3. Depth of Affordability

All of the units in the Properties are currently available to households regardless of their incomes, with the majority earning below 30% of the area median income.

Highly Advantageous. The proposal preserves 100% of the units as affordable to households earning below 30% of the Area Median Income.

Advantageous. The proposal preserves less than 100% of the units as affordable to households earning below 30% of the Area Median Income, with other units affordable to households earning less than 80% of the Area Median Income.

Unacceptable. The proposal preserves less than 50% of the units as affordable to households earning below 30% of the Area Median Income, with any other units unaffordable to households earning less than 80% of the Area Median Income.

4. Displacement/Disruption

A critical objective of the Project is preserving the interests of current residents. Therefore DHCD proposals will be assessed on their ability to prevent permanent displacement of current residents and to minimize disruption to households during the development process.

Highly Advantageous. The proposal results in no permanent displacement of current residents in good standing and/or consideration has been made to minimize disruption or temporary relocation of households during construction.

Advantageous. The proposal results in minimal permanent displacement of residents in good standing and results in some off-site relocation during construction.

Unacceptable. The proposal results in substantial permanent displacement of residents in good standing and provides no consideration to mitigate disruption to households during construction.

5. Overall Feasibility of Development Plan

Respondents must submit a projected development budget that itemizes construction costs, soft costs, and contingent costs and also reflects public subsidies and other financing that provide rents affordable to households earning below 30% of Area Median Income. Respondents must also submit a 20 year operating projection detailing annual revenue and expenses that ensures stable operations and compliance with any applicable financing or regulatory requirements. At the heart of the competitive criteria is an evaluation of whether the Project, as proposed, is feasible based on Project requirements.

Highly Advantageous. The proposal provides a comprehensive, clear and realistic plan for the substantial rehabilitation of the existing units in a way that maximizes quality and the depth of affordability for the long-term. Proposer demonstrates a thorough understanding of project requirements including providing rents that are deeply affordable.

Advantageous. The proposal provides a plan that provides for moderate capital improvements to the existing units and for managing these units in a way that meets the requirements of the applicable affordable housing funding sources. Proposer demonstrates some understanding of project requirements and provides for affordability for households below 80% AMI.

Unacceptable. The proposal provides a plan that does not meet project requirements or demonstrates no realistic understanding of development costs and operating budgets for affordable housing.

6. Use of Public Housing Capital Subsidy

Proposals will be judged on their ability to minimize the use of Public Housing capital subsidy while achieving the Project objective of maximizing capital improvements and affordability.

Highly Advantageous. The proposal includes no public housing capital subsidy.

Advantageous. The proposal includes less than \$100,000 per unit in public housing capital subsidy.

Unacceptable. The proposal includes over \$100,000 per unit in public housing operating subsidy.

7. Use of Public Housing Operating Subsidy

Proposals will be judged on their ability to minimize the use of Public Housing operating subsidy while achieving the Project objective of maximizing the long term depth of affordability for the maximum number of units.

Highly Advantageous. The proposal includes no public housing operating subsidy.

Advantageous. The proposal results in a reduction of future public housing operating subsidy.

Unacceptable. The proposal does not result in a reduction or includes an increase to current levels of public housing operating subsidy.

8. Project Schedule

Time is of the essence in advancing these projects. DHCD desires to see the projects proceed expeditiously with development. Strict adherence to funding schedules and deadlines is critical.

Highly Advantageous. Proposal provides a realistic and expedient time line for financing, design approval, conveyance and construction start-up. Proposer can secure any required regulatory approvals and proceed with funding applications within 6 months. Proposer exhibits understanding of affordable rental housing process and schedule.

Advantageous. Proposal provides a timeline for financing, design approval, conveyance and construction start-up. Proposer can secure any required regulatory approvals and proceed with funding applications and within 12 months.

Unacceptable. Proposal fails to provide a realistic and timely schedule for financing, design approval, conveyance and construction start-up.

The winning proposal will be selected by DHCD based on which proposal overall best meets the public purpose of facilitating the development of these affordable housing units, applying these competitive criteria.

VII. CONDITIONS, TERMS AND LIMITATIONS

In addition to the terms and conditions set for above, this RFP is subject to the specific conditions, terms and limitations stated below:

- The Property is to be conveyed in "as is" condition. DHCD makes no representation whatsoever as to the physical condition of the Properties. All bidders are responsible for their own due diligence on all aspects of the Project.
- The proposed project shall conform to, and be subject to, the provisions of all other applicable laws, regulations, and ordinances of Federal, State, Regional and Local authorities having jurisdiction as amended from time to time.
- No transaction will be consummated if any principal of any selected developer is in arrears or in default upon any debt, lease, contract or obligation to the City of Boston or Commonwealth of

Massachusetts, including without limitation, real estate taxes and any other municipal or state liens or charges. DHCD reserves the right not to review any proposal by any such applicant.

- DHCD is not obligated to pay, nor shall in fact pay, any costs or losses incurred by any applicant at any time, including the cost of responding to the RFP.
- This RFP does not represent any obligation or agreement whatsoever on the part of DHCD.
- Selection of an applicant's proposal will not create any rights on the applicant's part, including, without limitation, rights of enforcement, equity or reimbursement, until all related documents are fully executed and approved by the DHCD.
- DHCD reserves the right to (a) reject any and all proposals that it deems as being not in compliance with all the terms and conditions of this Request for Proposals or otherwise not in furtherance of the goals and competitive criteria outlined herein, (b) waive any informalities in the proposal process, (c) amend this Request for Proposals at any time by written notice to each applicant prior to the deadline for submission of proposals, and (d) accept the proposal deemed to be in the best interest of DHCD.
- All determinations as to the completeness or compliance of any proposals, or as to the eligibility or qualification of any applicant, will be within the sole discretion of the DHCD.
- This RFP, and any agreement resulting there from, are subject to all applicable laws, rules and regulations promulgated by any Federal, State, regional or municipal authority having jurisdiction over the subject matter thereof, as the same may be amended from time to time.

ATTACHMENT 1

Whittier School Deed

ATTACHMENT 2

Whittier Cost Review and Site Inspection Notes and Property Condition Assessment

ATTACHMENT 3

Tremont Deed from CCBA to EOCD

ATTACHMENT 4

Deed from BRA to CCBA, Land Disposition Agreement and Land Use Restriction between CCBA and BRA

ATTACHMENT 5

Tremont Cost Review and Site Inspection Notes and Property Condition Assessment

ATTACHMENT 6

DISCLOSURE OF BENEFICIAL INTERESTS

1. Public agency involved in this transaction: **Department of Housing and Community Development.**

Legal description of the property:

2. Type of transaction: **Ground Lease**

3. Lessor: **Department of Housing and Community Development**

Lessee: _____

4. Names and addresses of all persons who have or will have a direct or indirect beneficial interest in the real property described above. (Note: if a corporation has, or will have a direct or indirect beneficial interest in the real property, the names of all stockholders must also be listed except that, if the stock of the corporation is listed for sale to the general public, the name of any person holding less than ten percent of the outstanding voting shares need **not** be disclosed.)

Name

Address

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

None of the persons listed in this section is an official elected to public office in the Commonwealth of Massachusetts except as noted below:

Name

Title or position

_____	_____
_____	_____

This section must be signed by the individual(s) or organization(s) entering into this real property transaction with the public agency named in item 1. If this form is signed on behalf of a corporation, it must be signed by a duly authorized officer of that corporation.

The undersigned acknowledges that any changes or additions to item 4 of this form during the term of any lease or rental will require filing a new disclosure with the Division of Capital Planning and Operations within 30 days following the change or addition.

The undersigned swears under the pains and penalties of perjury that this form is complete and accurate in all respects.

Signature: _____

Printed Name: _____

Title: _____

Date: _____

(This form contains a disclosure of the names and addresses of all persons with a direct or indirect beneficial interest in the real estate transaction described above. This form must be filed with the Massachusetts Division of Capital Planning and Operations, as required by M.G.L. c. 7, section 40J, prior to the conveyance of or execution of a lease for the real property described above. Attach additional sheets if necessary.)

ATTACHMENT 7

**COMMONWEALTH OF MASSACHUSETTS
STATEMENT OF TAX COMPLIANCE**

Pursuant to Massachusetts General Laws, Chapter 62C, Section 49A, I certify
under the penal ties of perjury that _____ has fully
Name of Entity
complied with all laws of the Commonwealth of Massachusetts relating to the
payment of taxes.

Company Name: _____

Address: _____

Name & Title of Signatory: _____

Date: _____

Federal Tax ID or Social Security Number: _____

ATTACHMENT 8

CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

Name of Business

Signature of Individual /Corporate Name

Signature of individual submitting bid or proposal

Social Security Number or Federal Identification Number

ATTACHMENT 9

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

SUBMISSION CHECKLIST

- ☐ Letter of Interest
- ☐ Development Team and Residential Development Experience
- ☐ Project Narrative
- ☐ Proposed Rehabilitation Scope and Cost Estimate
- ☐ Conceptual Plans, if applicable
- ☐ Development Budget and Operating Cash Flow
- ☐ Project Development and Construction Schedule
- ☐ Relocation Plan, if applicable
- ☐ Financial Statements
- ☐ Disclosure of Beneficial Interests Form – M.G.L. c.7, 40J
- ☐ Certification of Tax Compliance Form – M.G.L. c. 62C, 49A
- ☐ Certificate of Non-Collusion Form